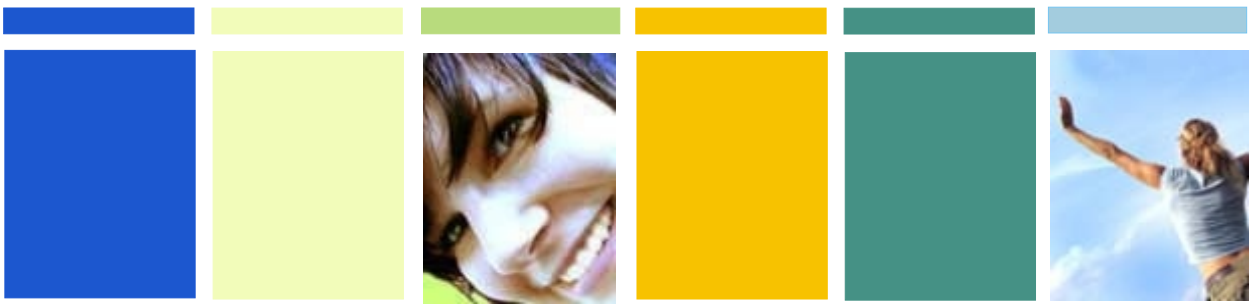
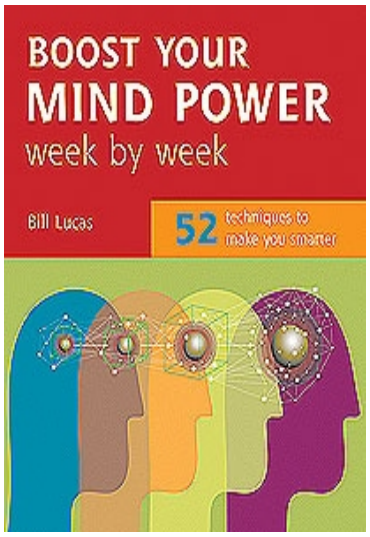


Boost Your Mind Power Week by Week

52 Techniques to Make You Smarter

By Bill Lucas

BOOK FOR THE WEEK:



The human mind is so complex that it was believed to be like empty vessels waiting to be filled with facts and figures. But with the advent of modern technology, emotions were found to be just as important. We now understand that we are all different. Our intelligence is not fixed. We can be smarter. For so long we were taught the 3 Rs of Reading, wRiting, and aRithmetic; but however valuable these 3 Rs are, these do not guarantee a smooth adaptation with the complex and fast changing society we live in now.

Learning well is an invaluable asset today. Indeed, everybody has the potential to learn and succeed; but realizing success lies in you. You have to want to improve and give effort in doing so. Your mind is the most important organ, which can help you achieve this. In his book, Boost Your Mind Power Week by Week, Bill Lucas introduces 52 effective steps to give your mind a good workout and achieve its maximum learning potential. These steps revolve in Bill Lucas' new formula in achieving your minds greatest potential, the 5Rs: Resourcefulness, Resilience, Remembering, Reflectiveness, and Responsiveness.

read the summary

INSIDE THIS SUMMARY:

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- How Your Mind Works
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- Mindset Matters
- Helpful Habits
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- Dealing with Change
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I. How Your Mind Works

Technique 1: Knowing Your Kind of Smart
After extensive research proved that IQ is a poor indicator of success, different types of intelligence emerged: Linguistic, Mathematical, Visual, Physical, Musical, Emotional, Social, Environmental, Spiritual, and Practical. Assessing your multiple intelligences allows you to improve your current capacity.

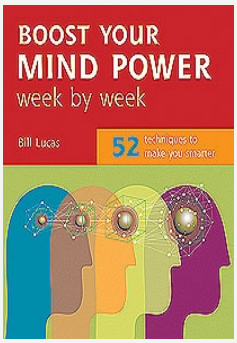
Technique 2: Knowing Your Learning Style
Learning is a continuous process. By identifying your learning style-- whether you are an Activist, Pragmatist, Reflector, or Theorist– you will find learning a lot easier.

Technique 3: Identifying How You Learn
How you learn, is a sequence of what you want to achieve, your strategies, and your reflections. Once you have identified this, you can apply them in other future situations.

Technique 4: Using Your Senses
You learn more effectively when you engage more than one of your senses during the learning process. Tapping your other senses also improves your memory.

Technique 5: Stay Healthy in Mind and Body
Your mind will work at its best if your physical state and overall well-being are well taken care of. Assessing your current health profile and improving it will ensure a more effective thinking.

ABOUT THE BOOK:



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II. Mindset Matters

Technique 6: Being in a State of Relaxed Alertness
Relaxing your bodies from tension and calming your minds through meditation is essential in today's busy world. Take time to find a state of being alert enough to engage your brains, yet relaxed enough to be receptive to learning.

Technique 7: Being Half Full
The more you are aware of yourself, the more you can challenge your apparent beliefs and begin to develop a positive mindset. Cultivating a positive mindset will help your mind achieve more.

Technique 8: Overcoming Barriers
Your thinking and your feelings are intertwined. Negative emotions can hinder your ability to learn. It can cause you to lose confidence and affect concentration. Identify and overcome these barriers so you can use your mind more effectively.

Technique 9: Adjusting Attitudes
Your temperaments are not set on stone. You can unlearn the habits that are hindering your growth. Identify helpful habits and change the less helpful ones.

Technique 10: Worst-case Scenarios
In order to increase your mind's potential, get out of your comfort zones and go into your grow zones. Yes, mistakes are bound to happen, but recognizing that you are facing a difficult situation and remaining positive about it is better. It can't always be that bad.

Technique 11: Ready, Go, Steady
Before you develop your mind power, you need to be emotionally ready and motivated. Then, act on a range of strategies that will best suit your learning style. Take stock of your progress as you go along.

III. Helpful Habits

Technique 12: Concentration
Your ability to concentrate is vital in boosting your mental capacity. Clearing your mind and

paying attention may involve a lot of hard work, but if deployed little by little, you will find it easier to absorb learning.

Technique 13: Keeping Going
Practice makes perfect. In boosting your mind power, learning how to develop persistence is an essential skill. Understand yourself and know how to deal with difficulties. This allows you to face your upcoming challenges more effectively.

Technique 14: Soft Focus
Give yourself time to ponder. If you are always in a hurry, chances are, your brains will take on the easy way out, hindering growth.

Technique 15: Pause for a Thought
Buying yourself a bit of thinking time is a useful strategy, especially in intense learning. This allows you to return to your tasks with a new release of energy.

Technique 16: Taking Stock
Consolidate your learnings, you might be able to use them in the future.

Technique 17: Mistakes are Good
Learning from your mistakes is as important as learning from your successes. Mistakes allow you to be better next time.

Technique 18: Deferring Judgment
The ability not to jump to conclusions is useful in improving your mind. It helps you go through a creative process and move beyond simplistic notions to more sophisticated ones.

IV. Useful Techniques

Technique 19: Big and Small Pictures
To ensure that your efforts will not be wasted, start with the big picture and chunk it down to small ones. This way, you can concentrate on the details of the small pieces while you envision the big one.

Technique 20: How to Ask Good Questions
Asking the right questions leads to core issues. Interesting questions involve interpretation and judgment. This process stretches your mind.

Technique 21: Finding the Problem
Don't waste time or fret over wrong things. Get to the root of the matter. This allows your mind be better equipped in finding a successful solution.

Technique 22: Visualization
Visualization releases your mind to seek out its own triggers and find answers to your questions by tapping into your deeper thoughts and feelings.

Technique 23: Using Your Intuition
Open your mind to intuitive responses. This helps you better approach any situation and make better decision.

Technique 24: What If?
Thinking sideways helps you consider both sides of an argument. Always keep an open mind. This is the key to better decisions.

Technique 25: Mind Mapping
Mind Mapping is a colorful and highly visual way of organizing what's on your mind in a piece of paper.

Technique 26: Clarifying
It is difficult to recognize what is important in this complex world. By analyzing the core issue, breaking it down into manageable chunks, criticizing its nature, describing the issue, and cutting out the peripherals, you will be able to address complex issues.

Technique 27: Know-how and Knowledge Transfer
Recognizing your know-how and apply that knowledge into what seems like a completely different situation.

V. Improving Your Memory

Technique 28: The Making of Memories
Using do-it-yourself acrostics (e.g. Every Good Boy Deserves Favor) or memory tags helps imprint memories more firmly so you will be able to recall things when you need them.

Technique 29: Making it Stick
There are some memory rules you need to apply to successfully retain information. These are:

- You tend to remember the first and the last items
- Seeing patterns and connections helps
- You remember odd things
- Regular practice or review helps

Technique 30: Where, When, Why?
Sensory triggers help memory surface. You can use triggers such as your vision or smell to prompt a recollection rather than just wait for the memory to pop.

Technique 31: Who?
Noticing odd details or using words rhyming with a person's name enables you to easily remember them. Association and repetition exercises your mind and improve your capacity to remember.

Technique 32: What?
Remembering starts at the first point of contact. You need to engage a connection with anything and apply a memorable rhyme.

Technique 33: Feelings Matter
Feelings and memories are intertwined. Be aware of your emotional responses on situations. This helps you remember easily.

VI. Dealing with Change

Technique 34: The Feelings of Change
Change is the only thing constant in this world. Change brings about emotions. When you expect the emotional journey that comes with change, it will be easier to deal with it.

Technique 35: Changing Behavior
You can impose change. Learn to modify your behavior to suit to your circumstances. This is essential in boosting our mind. When you are open to changing your attitude, your mind will be able to adapt to a new situation when it needs to.

Technique 36: Moving On
Learn to adapt yourself to the world, and not the other way around. Always embrace change and keep moving on.

Technique 37: Aging Well
The best way to preserve your brain is to use it. Age well by continuously feeding your mind with fresh things. Read.

VII. Effective Communication

Technique 38: Explaining Clearly
Investing time to learn how to clearly explain us is well worth it. This saves you frustration and improves your mind by being alert on how other people respond to our ideas.

Technique 39: Listening Carefully
Listening helps you pick up good ideas from other

ABOUT THE AUTHOR:

Bill Lucas is not only a sought after speaker, facilitator and strategist but an expert in lifelong learning, change, communication, leadership and the operation of the mind.

As the first CEO of the Campaign for Learning (which attracted widespread recognition and accolades under the five years of his leadership) Bill was responsible for creating the national awareness raising events - Learning at Work Day and Family Learning Weekend. He appears regularly on radio and TV, including The Moral Maze, Newsnight, Night Waves, The Learning Curve, Start the Week and Woman's Hour.

Bill is the author and co-author of more than 50 books. Recent titles include Power up your mind; learn faster work smarter; Be Creative; essential steps to revitalise your life and work (written for the BBC with Guy Claxton); Help your child to succeed: the essential guide for parents and Schools in the Learning Age (with Toby Greany). Bill's latest book, Discover your hidden talents; the essential guide to lifelong learning, was published in April 2005. Bill is a regular contributor to the national press. He is a columnist for Virgin Hotline magazine and for Training Journal.

To know more about the author, visit http://www.bill-lucas.com

people. It also takes you to the other person's point of view and identify what other people think.

Technique 40: How to Disagree
You cannot avoid disagreements, but you can learn how to handle them correctly. Practice disagreeing politely. This helps you see the world from another perspective.

Technique 41: Giving and Receiving Feedback
Feedback gives useful information on how you can improve and develop. Receiving and giving feedback can sometimes be uncomfortable, especially if we do not like what you see. But sometimes it is effective if it brings about positive change in your life.

Technique 42: Public Speaking
Speaking in public practices your rational mind to string together words coherently while time involving your emotional mind. This is a good way to sharpen your mind.

VIII. Effective Negotiating

Technique 43: Walking in Other People's Shoes
Empathy is seeing the world in another person's shoes. Before you can have an opinion about someone else, you need to first see it from his or her perspective. Being able to empathize allows us to make friends and see solutions that are not that obvious.

Technique 44: Two-way Relationship
With an active two-way relationship, you have access to the other person's ideas. In improving your mind, two heads, or more, are better than one.

Technique 45: Influencing Others
When it comes to getting your own way, influencing others is important. You may take numerous approaches to show the other person your point, but what really is important is that you let them know what you want.

Technique 46: Win-win Solutions
Always find a solution that suits you and the other person you are dealing with. Strive for win-win solutions at all times.

Technique 47: Dealing with Conflict
Lessen unnecessary arguments by dealing with conflict right away. Always seek to understand the other person's point of view so progress can be made.

IX. Staying in Balance

Technique 48: Good Stress, Bad Stress
You mind requires a certain level of stress, be it good or bad, to help it operate in its fullest potential. Learn to manage stress well and excel in challenging yourself.

Technique 49: Recharging Your Batteries
Your mind needs to recharge from time to time like a run-down battery. Take a break. Relax. This is one effective way to restore your mind.

Technique 50: How to Say No
Master the art of saying. Learn to gracefully decline requests, opinions or complicated situations.

Technique 51: Setting Goals
Having clear goals is a sure way of boosting your mind power. When you set goals, your mind will start to focus on them, both consciously and unconsciously.

Technique 52: A Life Plan
Draw your own life plan. This helps you see the big picture so you can plan on the small chunks accordingly. Without a life plan, your days, months and years will just pass without achieving any single improvement. Seek opportunities for self-development and further learnings.

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